

NOTICE OF COMMENCEMENT

Permit Number _____ Tax Folio # _____

The undersigned hereby gives notice that improvement will be made to certain Real Property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. DESCRIPTION OF PROPERTY:

(Legal description of the property and street address, if available).

2. GENERAL DESCRIPTION OF IMPROVEMENT:

3. OWNER INFORMATION OR LESSEE INFORMATION IF THE LESSEE CONTRACTED FOR THE IMPROVEMENT:

Name & Address: _____

Interest in Property: _____

Fee Simple Title Holder (if different from owner listed above): _____

4. CONTRACTOR: Name: _____ Phone Number: _____

Contractors Address: _____

5. SURETY (If applicable, a copy of the payment bond is attached): Amount of bond: \$ _____

Name: _____ Phone Number: _____

Address: _____

6. LENDER'S NAME: _____ Phone Number: _____

Lender's address: _____

7. Persons within the State of Florida Designated by Owner upon whom notice or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes.

Name: _____ Phone Number: _____

Address: _____

8. In addition, Owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

Phone number of person or entity designated by Owner: _____

9. Expiration of notice commencement (the expiration date will be 1 year from date of recording unless a different date is specified).
_____ 20, ____.

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

(Signature of Owner or Lessee, or Owner's or Lessee's
Authorized Officer/Director/Partner/Manager)

(Print Name and Provide Signatory's Title/Office)

State of _____ County of _____

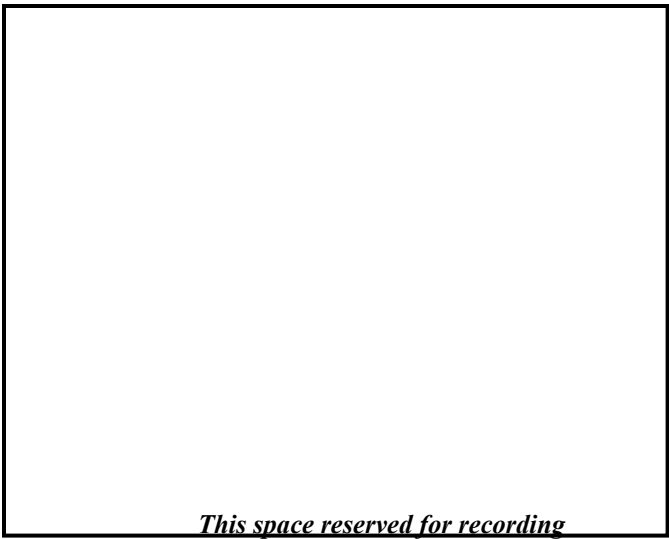
The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day

of _____, 20____, by _____ for _____
(name of party on behalf of whom instrument was executed) (type of authority, ...e.g. officer, trustee, attorney in fact)

Personally Known or _____ Produced Identification _____
(type of identification produced)

(Signature of Notary Public – State of Florida)

SEAL



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INSTRUCTIONS

- Complete the NOC, sign and have notarized. NOC's are not required from contracts less than \$5,000.00.
- NOCs are required for A/C replacement for contracts \$15,000.00 and over.
- Record original document at the Sarasota County Clerk of Circuit Court office:
 - For e-Recording, please visit www.sarasotaclerk.com and click on E-Services
 - For in-person:
 - 2000 Main Street, Sarasota
 - 4000 S. Tamiami Trail, Venice
- Submit the recorded NOC through our online permitting system using eTRAKiT. <https://trakit.venicegov.com/eTRAKiT/>
- Post the sealed original at the Job Site.

IMPORTANT: For private provider inspections, the recorded NOC is required prior to issuing the permit. For County inspections, the recorded NOC is required prior to the first inspection.